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23 January 1953

TO: Deputy Director (Administration)  
FROM: Chief, Procurement and Supply Office  
SUBJECT: Control of Logistics Positions and Personnel

Document No. <u>8</u>
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS <u>2</u> <u>16</u>
Auth. NR 70-2
Date: <u>12 OCT 1978</u> By: <u>916</u>

1. **PROBLEM.**—To bring under the technical control of the Logistics Office all logistical positions and personnel now assigned to operating elements, in order that the Logistics Office may exercise an adequate degree of technical guidance and supervision commensurate with its responsibilities and the requirements of the Career Service Program.
2. **FACTS BEARING ON THE PROBLEM**
  - a. The Logistics Office is now prepared to assume its responsibilities for providing the technical control and professional guidance essential to the accomplishment of its mission in all areas.
  - b. At present its control is limited to those positions and personnel within the established Table of Organization of the Logistics Office.
  - c. The Logistics Office has no cognizance over logistical personnel in other components of the Agency. Tab A indicates the broad categories of logistics positions referred to.
  - d. The basic concept and requisite policy has been established by the DCI in his memorandum dated 15 July 1952, subject, "Organization of CIA Clandestine Services," in which he assigned the responsibilities for specialized corps and services for planning, supervising, career planning and standards for recruitment to the particular staff elements, and made the analogy to the Army Corps system. A subsequent memorandum from the DD/P dated 27 September 1952, subject, "Career Service," set forth a definite plan of career service in line with the Director's pronouncement and in which it was clearly stated that the basic policies determining the initial career service assignment of DD/P personnel should be to the appropriate professional administration service (Personnel, Finance, Medical, Logistics, etc.). The preceding recommendation was approved after discussion before the Career Service Board meeting of 17 October, in which it was agreed that the recommendation was approved as applying to all of CIA, and not confined to components within the sphere of the DD/P.
3. **DISCUSSION.**—The mission of the Logistics Office is to procure, inspect, store, ship, deliver and account for Agency equipment and supplies; provide transportation for personnel and material;

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meet real estate and construction needs; coordinate and compile forecasts of requirements and perform related logistical support functions. The Logistics Office is responsible for the final results of logistics activities, overt and covert, domestic and foreign. The fulfillment of this mission as judged by final results is, of course, determined by the effectiveness of the individual employees. This office must, therefore, concern itself with such matters as employee qualifications and suitability for logistical functions, training, technical guidance through issuance of manuals and directives, technical standards and evaluation of logistical activities through field inspections, rotation and other aspects of career development. It follows, therefore, that the Logistics Office should participate in planning and recommending tables of organization and job structure when logistical positions are involved; selection of personnel for initial assignment to logistical positions; determination of training requirements and provision for rotation; and other aspects of the Career Service Program. At the present time, however, the Logistics Office does not participate in preparing and recommending tables of organization nor in the selection of logistical personnel except within the established organizational structure of the Logistics Office. While this office has made an informal agreement with the DD/P to accept for rotation logistical personnel upon their return from foreign duty, there is no basis for planning, nor means of implementing this and other related responsibilities of the Logistics Office.

4. **CONCLUSIONS.**—Authority commensurate with its responsibility is needed by the Logistics Office to assure that logistics activities will be adequately staffed with well qualified personnel, adequately trained and operating in accordance with the standards and technical requirements of the Logistics Office and the provisions of the Career Service Program.
5. **ACTION RECOMMENDED.**—That authority be delegated to the Logistics Office as follows:
  - a. Authority to determine and recommend jointly with the operating element tables of organization and job structure when logistical positions are involved. The establishment of new logistics positions or changes in classification to be subject to concurrence of the Logistics Office.
  - b. Authority to select personnel for initial employment, or assignment by transfer, to all logistical positions, both in the domestic and field service, or any operation of Agency interest or control; all changes in the official status of employees occupying logistical positions to be subject to the concurrence of the Logistics Office.
  - c. That a board be appointed to include representatives of the appropriate operating components, the Personnel Office and the Logistics Office to identify all existing logistical positions and personnel, and develop essential procedures for the purposes

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stated herein.

JAMES A. GARRISON  
Chief of Procurement and Supply

ANNEXES:  
Tab A

ACTION BY APPROVING AUTHORITY:

Date \_\_\_\_\_

Approved (disapproved), exceptions, if any.

Signature \_\_\_\_\_

PSO/Admin/WSW:jal (23 January 1953)

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